

**CITY OF ROCKVILLE**  
**ANNUAL LEAVE CONVERSION (BUY BACK) SIGN-UP SHEET MUST BE RECEIVED BY HUMAN RESOURCES BY NOVEMBER 16, 2012**

Employee Number	Print Employee Name	Department
___ Union    ___ Police    ___ Admin.    ___ Part-time .8    ___ Part-time .5		
		Leave <u>Code</u>
		# of Leave Hrs <u>to Convert</u>
<b><u>SELECT ONE:</u></b>		
TAXABLE CASH (Check to be issued December 14, 2012)		13 <u>          </u>
or		
* ICMA DEFERRED COMPENSATION (December 14, 2012)		13 <u>          </u>
or		
* NATIONWIDE DEFERRED COMPENSATION (December 14, 2012)		13 <u>          </u>

\* An enrollment or change form (available in the Human Resources Office) must be attached for this choice. If selected, contributions will be sent to ICMA or Nationwide by December 14, 2012.

Regular employees may elect to convert annual leave to taxable cash or deferred compensation at their current rate of pay. Hours must be in **WHOLE DAY INCREMENTS ONLY**, to a maximum of 40, 37.5, 30, or 20 hours of annual leave, depending on the number of regular work hours and ensuring that the required minimum balance is maintained. When electing to participate in the Annual Leave Conversion Program, employees must retain a minimum annual leave balance equivalent to 5 days. To be eligible:

Minimum Annual Leave Days Available	Maximum Days That May be Converted
10	5
9	4
8	3
7	2
6	1

**PLEASE NOTE:**

**A MAXIMUM OF 50 DAYS OF ANNUAL LEAVE MAY BE CARRIED OVER EACH YEAR.**

- An employee who works 40 hours a week may carry over a maximum of 400 hours each year.
- An employee who works 37.5 hours a week may carry over a maximum of 375 hours each year.
- An employee who works 30 hours a week may carry over a maximum of 300 hours each year.
- An employee who works 20 hours a week may carry over a maximum of 200 hours each year.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Human Resources

\_\_\_\_\_  
Date